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EXECUTIVE SECRETARIAT
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Remarks:

D/Executive Secretary
8 Feb 82
Date

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6 February 1982

MEMORANDUM FOR: Deputy Director for Operations
Deputy Director for Intelligence
Deputy Director for Science & Technology
Deputy Director for Administration

FROM: Director of Central Intelligence

SUBJECT: Editorial Suggestions re Correspondence

1. I find that there is not enough care in sending written material out of the building to minimize the damage if the paper got into the wrong hands. I recognize that this cannot always be done, but whenever it is possible I would like to see enough thought given to minimize the security risk. I have in mind situations like this:

a. With respect to special activities, recently I have found reports written in terms of we "organized" this or that activity when we "support" or "agree to support" would be more appropriate.

b. In writing letters to Congress about findings or oversight matters, we should try to avoid naming individuals and countries when a reference to the finding or the hearing on the finding would convey the story without using individual and country names which would be compromising if the paper got into the wrong hands.

2. I frequently find myself making minor editorial changes which make it possible to adequately convey the message without disclosing to a third person the individual and country involved or at least depriving an unauthorized reader of certain knowledge and reducing him to guessing.

William J. Casey

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